

Professional and Managerial Branch

ARTS & CULTURE DIRECTOR

Cultural Group

02/07 (REB)

CHARACTERISTICS OF THE CLASS:

Under administrative direction of City Council and with recommendations from the Arts resources Advisory Board, plans, directs, supervises, coordinates and administers activities to develop, and encourage an awareness of and interest in the arts; promotes the arts; and performs related duties as required.

EXAMPLES OF DUTIES:

Promotes cooperation between the City, citizens, institutions, agencies, and governmental entities, interested or active in the encouragement, promotion, coordination and improvement of the arts; plans, directs and supervises arts activities, while seeking to prevent duplication or fragmentation of resources, both human and financial; promotes goodwill between El Paso and Juarez by encouraging and developing international art-related activities.

Collects, compiles, and disseminates information to the public on the nature, function, programs, events and legislation related to the arts; keeps informed of the activities of the Texas Arts and Humanities Commission, the national Endowment for the Arts and Humanities, and other local, state and nationwide arts agencies and organizations; makes an annual survey of artistic activities in the community and makes recommendation to council consistent with the purpose of the department; advises the Council on arts resources and activities.

Serves as secretary to Arts Resources Advisory Board; provides assistance in identifying fund sources and preparing grant applications; prepares the annual budget and maintains a record of expenditures; keeps records of the Board and provides information as needed.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college with a degree in arts administration or related field and six years of progressively responsible professional experience in arts administration, promotion and management, including at least two years at an executive level for an art organization that serves all art interests in a metropolitan area; or an equivalent combination of training and experience as required.

Knowledge, Abilities and Skills: Considerable knowledge of the modern principles and practices of arts and business administration; considerable knowledge of the principles and techniques of public information; good knowledge of arts related agencies and their functions.

Ability to plan, direct, supervise and coordinate activities; ability to exercise considerable initiative and good judgment; ability to communicate effectively, orally and in writing; ability to establish and maintain an effective working relationship with employees, officials, news media, civic groups and the general public.

Skill in advocacy, sensitivity, and ability to convey ideas to the many ethnic and socio-economic groups of the community

Human Resources Director

Department Head